

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The District Fire Chief directs emergency scene activities and handles all disciplinary issues. Employees of this class also have the primary responsibility of supervising subordinate personnel, of assisting superior officers in providing for the care and maintenance of department equipment, vehicles and property, and of providing for the training of department personnel. The District Fire Chief receives specific instructions for most duties, but has the authority to work independently in certain designated areas. This class reports to and ranks directly below that of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all department operations on one shift. Sets goals and policies for the department, and recommends new objectives to a superior officer. Assists the Deputy Fire Chief with determining how the department should be organized and participates in the research and planning for the department. Observes department operations, evaluates their effectiveness, and takes action to improve problem areas. Aids the Deputy Fire Chief by planning and organizing department operations, including equipment and personnel operations. Recommends changes to superior officers that will help obtain favorable ISO ratings. Monitors conditions which may become safety hazards. Aids the Deputy Fire Chief in determining if changes in department procedures are needed by studying new laws, regulations, ordinances, and court rulings.

Oversees positions within fire suppression classifications. Supervises department employees by assigning work areas, evaluating work performance, and delegating authority to subordinates for the more effective operation of the department. Reviews employee reports, holds meetings with personnel to communicate important information, and provides assistance to employees in technical areas of work. Resolves employee grievances, counsels employees experiencing work problems, and maintains discipline by recommending action to superior officer. Investigates all accidents and complaints involving department personnel, determines cause, and proposes resulting action to be taken. Promotes peace and harmony in the department and works with

employee groups. Researches the best methods of handling specific fire department tasks and sees that such jobs are assigned to qualified personnel.

Responds to all emergency calls, supervises employees at the scene of an emergency, performs size-up, and directs rescue operations. Directs forcible entry, ventilation, hose handling, and pump operations. Oversees the use of water supplies at the emergency scene, salvage operations, emergency medical services, and exposures operations. Takes charge of all safety procedures, participates in hazardous materials emergencies, and maintains communications between the fire scene and authorized personnel. Provides for the needs of emergency personnel at the incident and acts as coordinator between fire fighting personnel and law enforcement. Collects information for pre-fire planning by visiting facilities located in the fire service area and becoming familiar with features that may become important in an emergency situation. Investigates the causes of a fire, especially those suspected to be the result of arson, and secures the fire scene to protect any evidence. Testifies in court when required.

Provides for the maintenance of all department records. Supervises preparation and maintenance of records and reports by periodically reviewing subordinates' reports and by inspecting record retention facilities. Completes any forms and records assigned.

Develops a training program for the department, providing for regular employee training at all levels. Conducts training in the classroom, conducts drills and evolutions, and provides for on-the-job training. Conducts training in basic firefighting, equipment, water supplies, and safety. Directs training in hose handling, first aid, and pre-fire planning. Conducts training in forcible entry, ventilation, salvage and overhaul. Trains employees in supervision, hazardous materials, inspection and investigation. Keeps informed on modern fire fighting methods and administrative practices.

Supervises the general care and maintenance of fire fighting apparatus and equipment, including communication equipment, vehicles, and station grounds. Directs the testing of equipment, arranges for maintenance or repairs as needed, and inspects equipment after repairs to see that they were properly accomplished. Maintains inventory of supplies and equipment, orders new equipment, and distributes those supplies to the appropriate personnel.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools and other civic groups. Acts as department representative to the news media, releasing information and answering questions about the work of the department. Coordinates special public relations projects for the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Captain for at least four (4) years immediately preceding closing date for application to the board.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of District Fire Chief.